

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 3
Fiscal Year: 2025/2026
Posted Date: 08/07/2025
Reposted Date: N/A

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached)

Item #	Job Code	Title	Bargaining Unit
1	7358	Pattern Maker	0021

Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: [Rule 109 Position Classification and Related Rules | Civil Service Commission](#).

cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Class and Comp Unit
DHR – Client Services Unit
DHR – Employee Relations Unit
DHR – Recruitment and Assessment Unit
DHR – Client Services Operations
Carol Isen, DHR
Sandra Eng, CSC
Erik Rapoport, SFERS
Theresa Kao, Controller/ Budget Division
E-File

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Pattern Maker
Job Code: 7358**

DEFINITION

Under general supervision, the 7358 Pattern Maker performs skilled work in connection with the fabrication, alteration, maintenance and repair of a variety of patterns for the manufacture of castings; ~~and performs related duties as required.~~

~~Nature of work requires: continuous close attention and working within very close tolerances; some physical effort and considerable manual dexterity; exposure to working conditions where minor and major injuries may occur.~~

DISTINGUISHING FEATURES

The 7358 Pattern Maker is distinguished from 7344 Carpenter by the former's responsibility to manufacture and maintain patterns of objects to be cast and special wooden parts.

SUPERVISION EXERCISED

None.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Designs, lays out and constructs simple or intricate patterns from blueprints, sketches or models; calculates shrinkage of metal and alloys*.
2. Repairs and corrects broken or damaged pattern equipment ~~and corrects same~~ to compensate for defects in castings; replaces, repairs, and transports pattern parts, materials, and equipment throughout the city.
3. Maintains pattern tools ~~and pattern~~ shop machinery, and equipment.
4. Constructs wood and metal pattern tools, machinery, equipment, and castings ~~for high-pressure pipeline valves and fittings and special pattern equipment, as needed.~~
5. Constructs, repairs and alters wood and metal patterns and core boxes.
6. Makes filing cabinets and office equipment.
7. Reviews specifications for new machinery or equipment, including estimating labor, parts, and related costs.
- 7.8. Constructs and repairs departmental office furniture, fire department ladders, tools, special wooden parts for cable cars and antique street cars, plaques, and other equipment according to specifications.
8. ~~Maintains pattern tools and pattern shop equipment*~~
9. Inspects and provides quality control over castings delivered by vendors.

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Pattern Maker
Job Code: 7358

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Requires thorough knowledge of: the **Pattern making** methods, **and** practices, **including design, fabrication, and maintenance techniques; safety practices which include workplace safety, safe operation of pattern making tools and equipment, and proper handling of materials; the use of pattern making** tools, **and** equipment; **and pattern making** materials of the trade, **which include various types of woods, metals and alloys, plasters and plastics** and some knowledge of the metal trade associated with patternmaking.

Ability or Skill to: ~~Requires ability to.~~ **Design**, lay out and make simple or intricate patterns; calculate shrinkages for various types of metals and alloys; work from **blueprints**, drawings, sketches, samples or oral instructions. ~~Requires considerable skill in the use of the tools, materials and equipment of the trade;~~ **communicate verbally in a clear and effective manner; maintain effective working relationships; use pattern making tools, materials and equipment safely.**

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:

~~Requires completion~~ **Possession** of **a** high school, supplemented by completion of a recognized apprenticeship in the craft and **diploma or equivalent (GED or High School Proficiency Examination).**

Experience:

~~three~~ **Two (2)** years of experience as a journeyman patternmaker; or an equivalent combination of training and experience. **in pattern making. Experience must include interpreting blueprints and drawings, calculating shrinkages or dimensions and laying out, and constructing and maintaining wooden or metal patterns and replicated shapes.**

License and Certification:

Possession of a valid Class C driver's license at time of appointment.

Substitution:

Completion of a recognized pattern making apprenticeship program may substitute for the two (2) years of experience in pattern making.

SUPPLEMENTAL INFORMATION

Nature of work requires: continuous close attention and working within very close tolerances; some physical effort and considerable manual dexterity; exposure to working conditions where minor and major injuries may occur.

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DEPARTMENT OF HUMAN RESOURCES**

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PROMOTIVE LINES

To: ~~No normal line of promotion~~

From: ~~Original entrance examination~~

ORIGINATION DATE:

AMENDED DATE:

XX/XX/XX

REASON FOR AMENDMENT:

*To accurately reflect the current tasks, knowledge, skills & abilities,
and minimum qualifications.*

BUSINESS UNIT(S):

COMMN SFMTA